



TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

REQUEST FOR PROPOSAL

RE: ENGINEERING SERVICES FOR PUMP STATION UPGRADE

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified engineering firms for the rehabilitation and upgrade of the Town's Wastewater Pumping Station located at 17700 Creamery Road Emmitsburg Maryland.

Sealed proposals are due by 4:00 pm on Tuesday May 1, 2018. Proposals will not be accepted via email. Please boldly note on sealed bids **"Pump Station Bid, Do Not Open."**

Please direct any questions to Dan Fissel, Sewer and water Superintendent, at (301) 447-1987 or at dfissel@emmitsburgmd.gov.

I. INTRODUCTION

The Town of Emmitsburg is in need of upgrading the Creamery Road Pumping Station (PS) located at 17700 Creamery Road Emmitsburg MD 21727, which was originally constructed in the 1980s. Through this request for proposal the Town is soliciting for engineering firms for the delivery of engineering services including, without limitation, the planning, design, permitting, preparation of bidding documents, specifications, and drawings, bid phase services, and design services for the PS rehabilitation. The Town plans to award the bid to a cost effective and technically sound bidder.

The pump station is a wet side, dry side pump station with a superstructure. The pumps are two (2) Fairbanks-Morse T10 and will pump 3,300 gallons per minute. The station pumps wastewater collected from the Town's gravity sewer system to the Waste Water Treatment Plant located at 16707 Creamery Road Emmitsburg MD.

Representatives of the Town's Water and Sewer Departments will provide input and assistance with any necessary fieldwork and review all deliverables from the effort. It should be noted the PS is located just outside the Flood Plain along Flat Run Creek. A map showing the PS's proximity to the flood area can be found on the next page.

II. SCOPE OF WORK

All bids must meet and/or exceed the requirements contained herein. The successful bidder will provide plans for the complete rehabilitation of the existing pump station. The selected consultant will conduct an assessment of the pump station, perform a detailed design, prepare bid documents, and provide bid and construction support services. The scope of work needed in the rehabilitation is anticipated to include, but not be limited to, the following:

Rehabilitation Will Include	
1.	New electric services and controls (lighting, electrical equipment, power distribution systems in wet/dry wells)
2.	New standby generator
3.	New Gorman Rupp Raw wastewater pumps (Vfd controlled)
4.	New transducer level controller for the wet well
5.	New back-up controls for redundancy
6.	New mag Meter for discharge flows
7.	Evaluation of existing grinder unit
8.	New emergency by-pass piping system
9.	New interior piping, valves and appurtenances to support proposed improvements
10.	New paint/coating systems within the interior
11.	Removal of old bar screen in the wet well area.
12.	New alarm notification system.

Please note the final scope of work will be negotiated with the selected consultant prior to execution of a contract.

SCOPE OF SERVICES

The following Scope of Services describes the specific tasks to be performed by the Consultant. If the Consultant believes that the project can be enhanced in any way by the addition of other tasks or the deletion of any specified tasks, such information should be included in the proposal.

1. Project Management and Coordination

- Project monitoring and administration.
- Attend project kickoff meeting, progress meetings, and project coordination meetings.
- Monitor task budgets and project schedule.
- Perform quality assurance/quality control (QA/QC) activities.
- Prepare monthly progress and cost summaries report, and invoices.

2. Site Investigation, Data Collection, Record Research

- Review existing records, review existing data including but not limited to geographic information system information, records, drawings, reports, maps, and other documents relevant to the limits and scope of this project.
- Conduct site investigation, tests and/or inspections, and perform condition assessment of existing pump station and force main.
- Perform geotechnical investigations, aerial or ground surveying, and mapping.
- Coordinate with various utilities and agencies requesting existing utility mapping for the project areas and coordinate the relocation of utility lines and appurtenances, if any.

- Develop design Base Map which includes right-of-way, easement, and lot lines.

3. Project Development and Design

- Conceptual design and cost estimating.
- Prepare design alternatives and cost estimates for each option for Town review and consideration. This will include, but not limited to, participating in presentations and meetings with Town management and the public.
- Complete environmental review, permitting and preliminary design.

4. Prepare Bid Documents

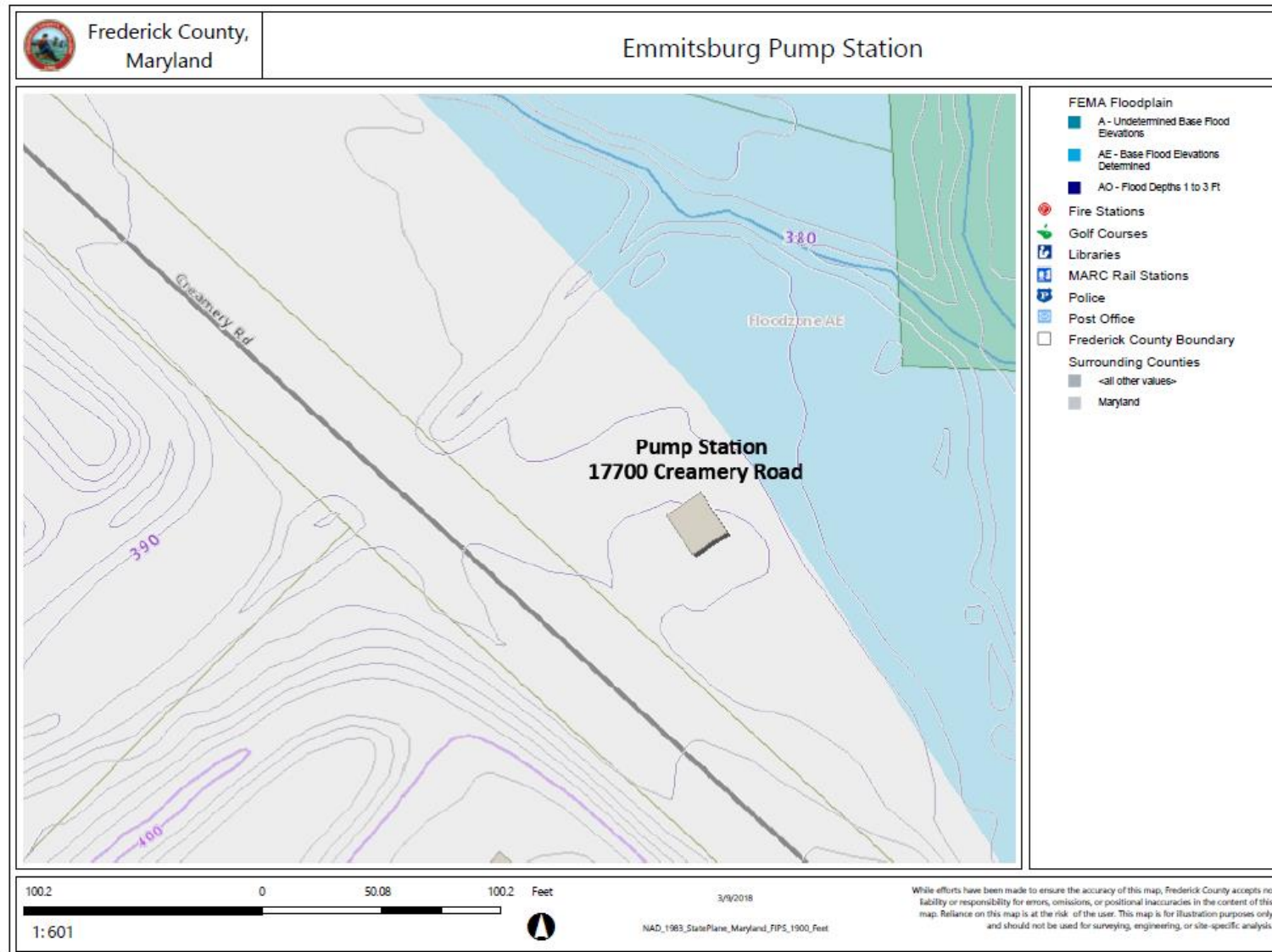
- Preparation of complete detailed plans, technical specifications and engineer's cost estimate suitable, for public bid.
- Consultant shall also submit 65% and 100% plans, specifications and engineer's estimate to the Town for review and approval.
- A final copy of all plans and/or project drawings (as built) should be given to the Town upon the completion of the project.
- Combine plans and technical specifications with the Town's standard front-end specifications for a complete Bid Package.

5. Bid and Construction Support

- Provide bidding assistance, which may include responding to questions from potential bidders, attending the pre-bid conference and job walk, assisting with preparation of addenda, and reviewing the submitted bids
- Provide submittal list and review submittals.
- Review and respond to contractor's request for information (RFI) and clarifications during construction.
- Preparation and submittal of digital record drawings to the Town.

Note: There will be a **MANDATORY** pre-proposal site visit for all consultants submitting proposals to the Town. Drawings of the current structure will be provided at the meetings. Bidders can choose between attending a meeting on Tuesday March 27, 2018 at 2:00 p.m. **OR** Wednesday March 28, 2018 at 10:00 a.m. The site visit will be held at the pump station located at **17700 Creamery Road Emmitsburg MD 21727**. The Town reserves the right to reject any Consultant's proposals if they did not attend the mandatory preproposal site visit.

Map indicating location of pump station:



III. SUBMITTAL REQUIREMENTS

Please submit bids to Town of Emmitsburg, Attn: Town Manager, 300A South Seton Avenue Emmitsburg MD 21727. Please note on bids, **“Pump Station Bid, Do Not Open.”** At the minimum, all bids must include the following. Failure to not include the requested information may result in disqualification.

A.) Mandatory Site Visit: Please contact Dan Fissel, Sewer and water Superintendent, at (301) 447-1987 or at dfissel@emmitsburgmd.gov to confirm your attendance at the **mandatory** site visit meeting. Bidders can choose between attending a meeting on Tuesday March 27, 2018 at 2:00 p.m. **OR** Wednesday March 28, 2018 at 10:00 a.m. The site visit will be held at the pump station located at 17700 Creamery Road Emmitsburg MD 21727. Drawings of the current structure will be provided at the meetings

B.) Letter of Transmittal: The letter of transmittal must contain the following information:

1. Company name, address, and telephone number.
2. Name, title, address, e-mail address, and telephone number of the person(s) whom correspondence should be directed.
3. Federal and state taxpayer identification numbers of your organization.
4. Briefly state your understanding of the services to be performed and make a positive commitment to provide the services and materials as specified.
5. Statement which indicates “proposal and cost schedule shall be valid and binding for sixty (60) days following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg”.

C.) Table of Contents

List the documents included with your bid in the order they are organized in.

D.) Detailed Cost Statement

The cost statement should include the total project cost, cost of labor, etc. It should be clear what factors make up the total project cost.

E.) Proposed Project Team

List the firm members that will most likely be involved in the project along with their:

1. Title and area of specialty.
2. Total years of experience and years with current firm.
3. List of role/experience(s) with similar projects in the past.
4. Resume of proposed team members.

F.) References

Provide client references for similar work completed within the past five (5) years. Please provide the organization, name, address and telephone number of the person(s) at the client reference who is most knowledgeable about the work performed and can comment on the professional qualifications/expertise of your organization/staff.

G.) Proof of Insurance

The successful proposer must have and maintain current worker's compensation insurance, comprehensive general liability and automobile insurance for bodily injury, death or loss of or damage to property of third persons in the *minimum amount* of one million (\$1,000,000) per occurrence with the Town of Emmitsburg as an additional name insured. Please submit proof of insurance. Policy number, insurance company, and expiration date must be provided at a minimum for bids.

IV. EVALUATION CRITERIA AND PROCESS

- A.)** The Town Manager will designate a selection committee composed of town staff to conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:
- a. Cost and/or fee structure
 - b. Understanding of services to be provided
 - c. Experience
 - d. Satisfaction of clients/references

V. PROPOSED TIMELINE

Tuesday March 20, 2017	RFP available on the Town of Emmitsburg's website
Tuesday March 27, 2018	Mandatory Site Visit (Option 1) at 2:00 PM
Wednesday March 28, 2018	Mandatory Site Visit (Option 2) at 10:00 AM
Tuesday May 1, 2018	DEADLINE: Bids due by 4:00 p.m.
Wednesday May 23, 2018	Announcements of winning bidder made by 4:00 p.m.
Friday June 1, 2018	Winning bidder can begin work.

VI. MISCELLANEOUS INFORMATION

- A.)** The Town of Emmitsburg reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding process.
- B.)** The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
- C.)** The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.
- D.)** Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.
- E.)** The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, religion, age and disability in employment or the provision of services.

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